



Administrative Assistant 2 Office of General Counsel

JOB ANNOUNCEMENT: Administrative Assistant (AA) 2, Executive Service, Salary Grade 25, Salary Range \$2,511 to \$4,019.

This position reports directly to the General Counsel for the Tennessee Department of Correction (TDOC). The General Counsel oversees TDOC's Legal Division, which provides ongoing legal advice and oversight for the daily operations of the Department. The Legal Division supports the Tennessee Attorney General's Office in litigation involving the Department. It also represents TDOC in conservatorship proceedings, judicial commitments, and administrative proceedings in which the TDOC is a party, including employee disciplinary matters.

The responsibilities of this position include, but are not limited to: document preparation and correspondence related to cases, processing and obtaining information related to record requests; managing and tracking equipment, mail log, and correspondence; case/task/project tracking and reporting, physical records management and disposition; managing staff schedules and facilitating meetings.

Preferred competencies for this position include: Prior experience in legal support, experience in supporting multiple individuals, problem solving, self-starter requiring minimal guidance, and customer focus.

This position is located at the TDOC Central Office in Nashville.

Minimum Qualifications:

- Experience equivalent to four years of increasingly responsible full-time professional administrative experience
- Strong organizational skills, including the ability to prioritize, multi-task and manage work load to meet specific timeframes and deadlines
- Exceptional writing and communication skills
- Proficiency in Microsoft Office

To apply, submit the following to Kristy Carroll-Grimes at Kristy.D.Carroll-Grimes@tn.gov

- Cover letter with a resume reflecting education and specific positions held
- Include information relative to the minimum qualifications listed above

Closing: Applications will be accepted until the close of business on Friday, October 5, 2018.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.